

Class Code 4919/Exempt
Position Title Program Manager
Working Area Library Services
Effective Date March 21, 2003



JOB DESCRIPTION

Scope

Professional and administrative work coordinating the activities of collection development and Internet access for the Seminole County Public Library System, to include the Inter-Library Loan Program, and Books by Mail Program.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Maintain the library system collection by evaluating existing collection materials, determining community needs, reviewing new materials, ordering new and retrospective materials, and removing outdated materials from the collection. Coordinate the preparation of electronic and printed bibliographies, book lists, and ready reference files on a system wide basis. Maintain files on library computerized circulation and acquisitions systems. Review materials requests from branch libraries and approves/disapproves materials subject to the review of the Division Manager. Participate in the development and control of the Department's budget allocation to collection development. Prepare and submit regular and special statistical, management, and other reports as required. Recommend policies and procedures related to collection development. Handle public relations and resolve, or initiate action to resolve complaints and inquires of library patrons regarding library collection materials. Supervise Books By Mail Program operation. Initiate and/or review and effectively recommend, for final approval by the Department Director, hiring, termination, performance evaluation, disciplinary and/or commendatory action for assigned personnel.. Perform professional librarian work in the promotion, circulation and reference use of library materials. Provide information, training and follow-up for professional staff on collection development activities and electronic resources. Maintain Library Web Page. Responsible for procuring grants and monetary donations for the purchase of library materials. Perform other duties as assigned or as may be necessary.

Minimum Qualifications

Knowledge and Skills

Through knowledge of established principles, practices, and methods of library science and administration, including general reference, classification, cataloging, circulation, selection of appropriate materials, and collection development. Considerable ability to plan, direct, and organize collection development and Inter-Library Loan activity and the activity of subordinate staff. Ability to prepare comprehensive reports and present ideas clearly and concisely in written and oral form. Ability to communicate effectively in both oral and written form. Skilled in applying established principles, practices, and methods of library science and administration. Skilled in the use of library automated systems, electronic resources and cataloging systems. Must possess and maintain a valid Florida Driver's License

Education

Master's Degree in Library Science from an accredited American Library Association college or university and six (6) years professional library experience, four (4) years of which must have been in a responsible collection development and administrative capacity in a public library. A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is in an office setting. Most duties are performed sitting at a desk, table or workstation. Incumbents are required to shelve books and perform some heavy lifting. Incumbents in this classification have regular exposure to radiant and electrical energy found in an office environment..